

TITLE, SERIES, GRADE: Paralegal Specialist, GS-950-07/09/11

SALARY RANGE: GS-07: \$37,640 - \$48,933 per annum
GS-09: \$46,041 - \$59,852 per annum
GS-11: \$55,706 - \$72,421 per annum

PROMOTION POTENTIAL (IF ANY) TO: GS-11

VACANCY ANNOUNCEMENT NUMBER: 07-CRM-FB-019

AREA OF CONSIDERATION: Applications will be accepted from all United States citizens and nations. All eligible surplus/displaced Federal employees in the local commuting area. Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after three (3) years or more of continuous active service may apply.

OPENING DATE: 02/28/2007

CLOSING DATE: 02/28/2008 or Until Filled

The cut-off date for this vacancy announcement will be the end every month until a selection has been made and all positions have been filled.

**** If you are submitting a resume for this position, it is important that you submit all the required information outlined in the "How To Apply" section of this announcement. Failure to submit such information will result in non-consideration for this position.**

DUTY LOCATION(S): Department of Justice, Criminal Division, Office of International Affairs Section, Washington, DC

NUMBER OF VACANCIES: One or more positions

The Office of International Affairs (OIA) is responsible for securing the return of fugitives from abroad, and for obtaining from foreign countries evidence and other assistance (e.g. freezing of accounts and forfeiture of funds) needed in U.S. criminal investigations and prosecutions. In this regard, it assists state and local as well as federal prosecutors and law enforcement agents. OIA is also responsible for assuring the U.S. meets its reciprocal obligations to foreign countries with respect to extradition of fugitives and production of evidence located in the United States. In addition to handling the thousands of international extradition and evidence gathering (mutual assistance) cases opened each year, OIA is responsible with the Department of State for the negotiation of bilateral and multilateral law enforcement treaties needed to effect extradition and facilitate evidence gathering, and once these treaties enter into force, OIA is responsible for working with foreign counterparts to assure effective treaty implementation.

JOB SUMMARY

- Prepares essential memoranda summarizing allegations, facts, and results of investigations worldwide.

- Prepares correspondence for signature of Section Chief or higher level Division officials on domestic and international issues.
- Reviews investigative reports from various executive agencies and prepares summaries, and identifying matters which may require close Department review.
- Handles inquiries from section attorneys and clients agencies on legal issues requiring Department advice and opinion.
- Analyzes facts presented, researches applicable case and statutory law, regulations and Department policy and prepares Department position statements.
- Case related functions include organization and maintenance of case files; screening, identification and marking of documents for discovery.
- Participation in witness interviews; attendance and assistance at trial; research and preparation of trial books and pleadings; and other tasks as a member of an investigative trial team.
- Drafts daily and weekly intra-departmental reports, training and other matters.
- Drafts responses to Congressional and citizen correspondence on international affairs issues.
- Assists in the policy area, analyzing and drafting comments on legislative proposals.
- Participates in presentations and compiling training materials.
- Perform international and domestic travel.
- Assist in the management of office website
- Perform other duties as assigned.

NOTE: For eligible surplus/displaced employees, well qualified means an applicant must meet all minimum qualification requirements and score at the midrange level points against the ranking factors stated in the vacancy announcement.

QUALIFICATIONS: Applicants must possess one year of specialized experience equivalent to the next lower grade in the Federal service.

SPECIALIZED EXPERIENCE is experience which is typically related to the position to be filled and which has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of the position. It is the knowledge and skill in factfinding, problem analysis, problem solving, writing, interpreting regulations and policies, and a practical understanding of the legal activities and substantive mission of an organization.

EDUCATION SUBSTITUTION: As outlined in the Office of Personnel Management's Qualifications Handbook education may be substituted for specialized experience.

At the GS-07 Level: One (1) full year of graduate level education OR superior academic achievement.

At the GS-09 Level: Two full years of progressively higher level graduate education or equivalent degree (such as LL.B and J.D.).

At the GS-11 Level: Three full years of progressively higher level graduate education or Ph.D or equivalent doctoral degree.

REQUIREMENT for OUTSTANDING SCHOLAR PROGRAM (superior academic achievement) is based on class standing, grade-point average or honor society membership.

Applicants must have a four-year degree and have a 3.5 or higher out of a possible 4.0 OR be elected to a national scholastic honor society OR must be in the upper third of the graduating class. Transcripts must accompany your application.

QUALITY RANKING FACTORS:

- 1) Ability to research and analyze complex factual and legal materials and make recommendations to attorneys.
- 2) Strong oral communication skills (this includes the ability to communicate effectively in order to provide and obtain a variety of factual information).
- 3) Strong written communication skills (this includes the ability to present findings and conclusions to using appropriate language, legal reasoning, and organization of facts and ideas.
- 4) Ability to read, write and converse in a foreign language, and background in international studies are highly desirable.
- 5) Excellent organizational skills and the ability to complete assignments under short deadlines.
- 6) Ability to work well in a team environment and a strong motivation to work on international matters.

EVALUATION METHODS: Applicants will be evaluated according to the extent and quality of experience, education and training, type of official recognition received and supervisory appraisal of performance.

HOW TO APPLY:

- Applicants must submit a resume, OR the Optional Application for Federal Employment (OF-612), OR any other written format chosen, including the SF-171.
- Applicants **MUST** also submit a separate statement addressing the Quality Ranking Factors listed above.
- Current Federally employed applicants must also submit a copy of your latest Notification of Personnel Action (SF-50), and copy of a performance appraisal issued within the last 12 months.
- If you are a status candidate and would like to be considered under competitive procedures, please annotate your resume, OF-612 or SF-171 indicating that you wish to be considered under both merit staffing promotion procedures and competitive procedures. If a statement is not included, status candidates will be considered only under merit staffing promotion procedures.
- Displaced and surplus federal employees must submit a copy of appropriate documentation of separation such as a RIF separation notice, or a separation certification letter issued by your agency or OPM which reflects that you will be separated or have been separated from your position.

If a Resume is submitted it must contain the following information: If submitting a resume all requested information as outlined in this vacancy announcement must be included. If pertinent information is omitted from the resume, it will result in non-consideration for this position.

- **JOB INFORMATION**--Announcement number, title and grade(s) of the job for which you are applying;
- **PERSONAL INFORMATION**--Full name, mailing address (with ZIP code), day and evening phone numbers (with area code), social security number, country of citizenship (Most Federal jobs require United States citizenship), veterans' preference, reinstatement eligibility (if requested, attach SF-50 proof of your career or career-conditional status, highest Federal civilian grade held (also give job series and dates held);
- **EDUCATION**--High school, name, city, and state (ZIP Code), date of diploma or GED, colleges and universities, name city and state (ZIP Code), majors. Type and year of any degrees received (if no degree, show total credits earned and indicate whether semester or quarter hours). Send a copy of your college transcripts.
- **WORK EXPERIENCE**--give the following information for your paid and nonpaid work experience related to the job for which you are applying. (do not send job descriptions): job title (include series and grade if Federal job), duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates (month and year), hours per week, salary. Indicate if we may contact your current supervisor.
- **OTHER QUALIFICATIONS**--Job-related training courses (title and year). Job related skills, for example, other languages, computer software/hardware, tools, machinery, typing speed. Job-related certificates and licenses (current only). Job-related honors, awards, and specialized accomplishments, for example, publications, memberships in professional or honor societies, leadership activities, public speaking and performance awards (Give dates but do not send documents unless requested).

Applications can be e-mailed to: CRIMINAL.CRMJOBS@USDOJ.GOV or faxed to 202-353-0775.

-For federally employed applicants e-mailing a resume, OF-612 or SF-171, you will need to fax a separate statement addressing the Quality Ranking Factors listed above, a copy of your latest Notification of Personnel Action (SF-50), and copy of a performance appraisal issued within the last 12 months.

-Displaced and surplus federal employees must also fax a copy of appropriate documentation of separation such as a RIF separation notice, or a separation certification letter issued by your agency or OPM which reflects that you will be separated or have been separated from your position.

-Although we are requesting that applications be sent via e-mail and/or fax, we are also accepting applications mailed through the postal service.

****If after review of your application/resume, you are found qualified at the GS-07 level, based on relevant experience and/or education (this does not include the superior academic achievement criteria), you will be contacted by this office. Additional information will be provided to you to further complete the application process. If you are a current federal employee and qualify at the GS-07 level and do not wish to be considered under competitive procedures, you will not be contacted or required to submit additional information.

NOTE:

- Relocation expenses are not authorized.
- Applications that are e-mailed and/or faxed must be received by midnight of the closing date.
- Applications mailed through the postal service must be received by the closing date of this announcement.
- If submitting a resume all requested information as outlined in this vacancy announcement must be included. If pertinent information is omitted from the resume, it will result in non-consideration for this position.
- If substituting education for specialized experience, transcripts must be submitted.
- This is a permanent full-time position.
- All qualifications for this position must be met by the closing date of this announcement.
- Failure to submit the requested information may result in a lower rating in the evaluation process.
- Employment is contingent upon the satisfactory completion of a background investigation adjudicated by the Department of Justice. This position also requires a security clearance. This position is subject to a drug test by urinalysis.
- Qualified applications will receive consideration without regard to race, color, national origin, religion, sex, age, marital status, disability, sexual orientation, or any other non-merit factor. The Department of Justice welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate the needs of those persons. The Department is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, to ensure that persons with disabilities have every opportunity to be hired and advanced. This agency provides reasonable accommodation to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. Determinations on request for reasonable accommodation will be made on a case-by-case basis.

POINT OF CONTACT: Felecia Butler

CONTACT PHONE: 202-305-1240

CONTACT E-MAIL: CRIMINAL.CRMJOBS@USDOJ.GOV

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